Mapping Software User Guide

UDOT SNAP for Schools Mapping Software



Introduction

There is growing concern in Utah and nationally about the safety of children who walk or bike to school. With increased traffic congestion around schools, students who choose to walk or bike have limited safe routes, which often discourages this healthy activity.

To assist in addressing this public safety and health issue, the Utah Department of Transportation (UDOT) assists schools with their legal responsibility of creating a **Student Neighborhood Access Program (SNAP) Plan**, which includes a safe routing map and accompanying text description. Under Utah law, every elementary, middle and junior high school is responsible for developing and implementing a SNAP Plan, and high schools are encouraged to do the same.

This Software User Guide focuses specifically on how to use the SNAP for Schools mapping software to create a safe routing map and text description.

An accompanying Planning Guide is available for instructions on the process around building and implementing the SNAP Plan for a school and community.



Under Utah law, every elementary, middle and junior high school is required to create a SNAP Plan.

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SNAP Plan Overview

A SNAP Plan consists of a map and accompanying text description that outline the safest routes for students to walk and bike to school. **The goal of a SNAP Plan is to increase the number of students walking and biking safely to school.**

UDOT is confident any school that properly identifies and then educates students and parents about the safest route(s) with a SNAP Plan will help reduce and work to eliminate vehicular incidents involving child pedestrians and cyclists near and on school property. A SNAP Plan can also encourage students and parents to walk and bike to school as a healthy alternative to driving.

Additionally, without a SNAP Plan in place, schools and local jurisdictions are not eligible for federal funding to make infrastructure changes that could make

traveling to school safer for students. Gold Medal School status through the Utah Department of Health is also contingent on the school having a SNAP Plan and updating it each year.

To assist schools in creating and implementing SNAP Plans, UDOT has developed the free **SNAP for Schools mapping software**, this **Software User Guide**, and an additional **SNAP Plan Planning Guide**. Together, these resources provide school principals and community councils instructions to create and distribute a SNAP Plan that is easy to use and understand.

This Software User Guide will help schools create a **safe routing map** detailing the safest route(s) students should follow when walking and biking to school, and a **text description** that succinctly describes how students can access those safe routes.

Note: The SNAP for Schools mapping software does not automatically detect the safest walking and biking routes to a given school. Prior to using the mapping software to create a safe routing map, the school community council's SNAP Team should complete their inventory of the school's walking area and identify the safest routes in person. For more details on this process, see the SNAP Plan Planning Guide.

Using the SNAP Mapping Software

UDOT developed the SNAP for Schools mapping software to assist schools in creating concise and easy-to-read safe routing maps and accompanying text descriptions. Because the software was developed specifically to assist schools in developing and updating their SNAP Plan, the use of the software makes the process easier and is strongly encouraged. If a SNAP Team cannot use the software for whatever reason, they should contact the Utah Safe Routes to School (SRTS) coordinator, Cherissa Olson (801-965-4486 or cmolson@utah.gov), to discuss alternatives.

ACO Map

Note the Post Map Edit Map FAQ

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Creating a map with the mapping software

The SNAP for Schools mapping software does not suggest the safest route for its users. The SNAP Team, with the approval and input from the school community council, determines the safest walking/biking route(s) to the school.

Using the SNAP for Schools mapping software simplifies the process of creating and distributing a useable map for students and parents.

The software also saves the

safe routing map and text description for year-round access, enabling school administrators to easily update the SNAP Plan annually. Parents and students will appreciate having a map that is easy to read, well designed and accessible online.

The SNAP for Schools mapping software is a free, web-based program. The software runs on all operating systems (PC and Mac) and can be viewed using Internet Explorer, Firefox, Chrome or Safari browsers.

The program's many features are detailed in the step-by-step instructions listed in this guide.

The software does not suggest the safest route for its users.

MAP ACCURACY

The SNAP for Schools mapping software interfaces with Google Maps™ mapping service to capture maps on which schools can create their routing plans. After researching several online map sources, it was determined that Google was the most user-friendly and reliable option for the software. Like any program that requires constant updating, Google does have limitations and may not always have the most current information in a school's area. If a user can't find a school or a street on Google Maps™ mapping service, it's likely that the road network supplier (Google or Tele Atlas) hasn't captured the location yet. Users are encouraged to let the data provider know about a new road to expedite the update process.

Report any missing map information on the following sites:

- http://maps.google/support (Report a problem)
- http://mapinsight.teleatlas.com/mapfeedback

In some locations, the map may not be centered correctly on the school with the associated longitude and latitude coordinates that Google Maps™ mapping service uses. Please report this issue to the SNAP software support team (SNAP@ SNAPforSchools.com) so they can correct the map.

Google may not always have the most current information in a school's area.

1. Logging In

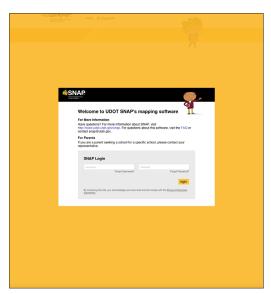
NOTE: Usernames are set by the Safe Routes to School (SRTS) Coordinator and are unique to each school or district. In an effort to improve consistency and security, users cannot change their username themselves. To retrieve a username, contact the SNAP team at SNAP@utah.gov.

A. Go to www.SNAPforSchools.com.

B. On the home page, enter the username and password and select "Log In."

The same username and password should be used by anyone assisting with the same school's SNAP Plan who needs access to edit the map or text description. Users should also share the username and password with future administrators of the map. The safe routing map and text description are stored electronically for annual updates, eliminating the need to create new versions each year. By having only one account per school, users can better control content and always access the most current version of the SNAP Plan.

- Forgot username? To retrieve a username, click the "Forgot Username" link on the login page and enter the email address associated with the registered account. The username will be emailed to the email address associated with the account.
- Forgot password? To retrieve a password, click the "Forgot Password"
 link on the login page and enter the email address associated with the



Login screen

registered account. An email with instructions and a unique link will be sent to this email address. Follow the instructions to reset the password.

If the email address entered is not the one associated with the school's account, the password reset email will not be sent. Users having trouble with this should contact SNAP@utah.gov.

2. Creating or Updating a School Profile

The basic information for a school's profile will be populated automatically. Other fields require a school to fill in the required information as listed below:

School name/school address

If changes to the name or address of a school are required, please contact the SNAP team at SNAP@utah.gov with the necessary changes.

School's designated contact for the district

The school's designated district contact should be someone a district

or state user could contact for questions about the safe routing maps. This information may be updated on the school profile page at any time, and can be different than the main software administrator or other designated contacts.

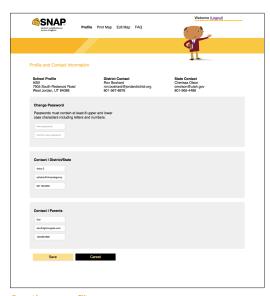
This field should not be left blank, as this information will appear for any district or state user seeking to contact the school.

Designated parent contact

The school's designated parent contact should be someone at the school who parents or members of the public could contact for questions about the school's map. This contact and information may be updated on the school profile page at any time, and can be different than the main software administrator or district contact.

School district contact and Safe Routes to School Coordinator

For questions regarding the mapping software or Safe Routes to School, the contact information for the state's Safe Routes to School Coordinator is also available on the profile page.



Creating a profile

3. Creating a Map

A. ADMIN NOTES

One of the cornerstones of developing an accurate and useful map is knowing the safe routes and obstacles within a school's boundaries. To assist with this, the SNAP for Schools mapping software allows users to take notes as they walk a route using a mobile device and the Admin Notes function of the software.

Admin Notes are available only to a school's software administrator. They can be recorded on an internet-connected mobile device while walking a route and saved for review while editing a map. For more information about ways to gather this information by performing an inventory of all routes and conditions near schools, see the SNAP Plan Planning Guide.

The Admin Notes tab is the only SNAP for Schools content available from a mobile device; the software to complete map development is best suited to desktop browsers only. To access Admin Notes, navigate to snapforschools.com on a mobile device and log in with the school's administrative username and password.

Once saved, Admin Notes can be reviewed in a desktop browser throughout the map development process. They are added, updated, deleted or reviewed only by a school's software administrator and are unseen by the public, district, or UDOT officials reviewing the map unless included in the text description.

B. ADDING SCHOOL BOUNDARIES

A new feature of the SNAP for Schools software is the ability to define the school boundaries on the map. This information will help users plan effectively and provide the best experience to parents using the map.

- To add a school boundary, select the School Boundary Tool from the map Slide-Out Toolbox on the left side of the screen. When the tool has been selected, the background around the red line will appear grey.
- Draw the boundary by clicking on each corner of the school's boundaries.



Adding boundaries with the School Boundary Tool

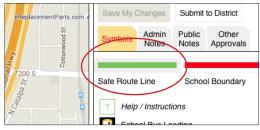
This will begin to create the enclosure, with the last point dropped on the map connecting back to the initial point by a straight line. For example, dropping three boundary points on the map would create a triangular boundary. Dropping a fourth point would create some type of quadrilateral boundary.

The software allows users to take notes as they walk a route using a mobile device.

- To reposition the boundaries once they are dropped, click on one of the
 white pivot points (segment endpoints) in the boundary and drag it to the
 proper location on the map.
- To add a segment while building boundaries, click and hold on the gray
 midpoint in the segment nearest the location that needs to be moved, drag
 the point to a the desired location, then release the mouse button. This will
 have the effect of splitting the existing segment at the midpoint and adding a
 segment.
- To remove a segment in a boundary, click and release (without dragging) one of the white pivot points on the segment to be removed.
- Once the boundaries are defined, the map view will be zoomed to the appropriate level to accommodate the boundaries when the page loads.

C. ADDING SAFE ROUTES

Safe routes can be added to the map by selecting the Safe Route Line tool in the Slide-Out Toolbox. When the tool has been selected, the background around the green line will appear grey.

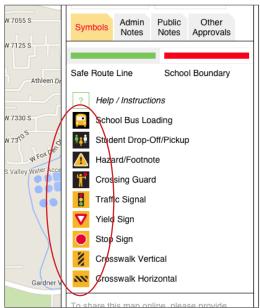


The Safe Route Line tool

- To initiate a new route, start
 at either end of the desired route and click a point on the map.
- Click another point on the map and the software will draw a straight line between the two points. To add another segment to the same route, select another location farther along the route and click again.
- Press Enter or click again on the Safe Route Line tool to finish a route.
- To remove a segment, click on one of the white endpoints on the segment to be removed; the software will remove the segment. To remove an entire route, remove each pivot point in that route.
- To adjust segments, drag the grey midpoints or white endpoints and adjust the route slightly with each additional segment. This can also be used to create a curve in a route.
- To add a new safe route that doesn't connect to the current route being created or edited, click on the Safe Route Line tool in the Slide-Out Toolbox again or press the Enter key on the keyboard to complete the current route, and then click on the starting point for the next route.

D. ADDING SYMBOLS

- To add symbols, click on and drag the desired symbol in the Slide-Out
 Toolbox to the appropriate place on the map and release the mouse button.
 The symbol will drop into place.
- Symbols can also be added to the map by selecting the symbol in the Slide-Out Toolbox and then clicking the desired position on the map. A symbol is selected if it is highlighted with a gray background. With this method, users can drop a symbol on the map multiple times without having to drag it from the Slide-Out Toolbox each time.
- To move symbols, click and hold on the desired symbol and drag it to the correct location on the map.
- To remove an existing symbol, click and hold on the symbol, then drag it to the trash can in the bottom left of the screen. When the trash turns red, release the mouse button to delete it.



Symbols are available in the Slide-Out Toolbox

E. PUBLIC NOTES

The purpose of the Public Notes field is to provide the public a text description of the safest routes. This text description is a required part of a complete SNAP Plan. These notes should also include details about areas of interest or caution along the route (broken sidewalk, narrow shoulder, etc.).

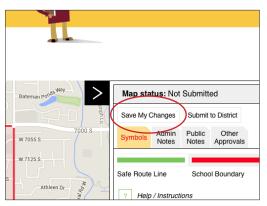
The SNAP for Schools mapping software supports both English and Spanish text in the Public Notes as a text description of the safe routes and leaves schools the option to use one or both based on individual need. However, the software does not provide translation. If a school wishes to provide notes in Spanish, they must be entered by the school in the appropriate field.

F. OTHER APPROVALS

The purpose of the Other Approvals tab is to help accommodate the unique requirements of each school and district's map approval process. In the Other Approvals tab, a school or district can list other approvals a map has received from reviewing entities (such as police department, city officials, etc.). It is suggested that when used, the names, titles and dates of these additional approvals also be included in this space. This field is not visible to the public. It will only be visible to the school, district and UDOT.

G. SAVING CHANGES

To save changes to a map, click the Save My Changes button. **If a user does** not save changes this way before logging out or navigating away from the



The Save My Changes button is located above the Symbols and Admin Notes tabs.

or navigating away from the map, the changes made will not be saved. Users should also click Save My Changes prior to submitting a map to the district. Saved changes will be reflected in the map (including the one accessible to the public)

regardless of the map's status or

approvals.

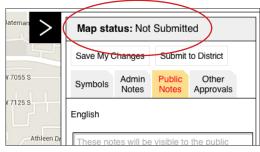
A user must click the Save My Changes button before logging out or navigating away from the map, or changes will not be saved.

4. Submitting a Map

- To submit a saved map for review by the district, click on the Submit to District button in the Slide-Out Toolbox.
- A district will be able to approve or reject a map only after it has been submitted for official review using the Submit to District button. If a school makes changes to a map after it has been approved by the district, the map will appear as "Not Submitted."
- One year after being approved, or in conjunction with district deadlines, maps will automatically be marked as "Not Submitted" so that schools can update where needed and resubmit.

MAP STATUS

After a school has created a map, it will be marked with one of three statuses, which are viewable by the school, the district and UDOT. These statuses are not disclosed to the public as part of public viewing or utilization.



Map status is shown above the Save My Changes tab.

1. Not Submitted

- Any time changes are saved to a map, or if the map has never been submitted to the district, the map status is updated to "Not Submitted."
- If a district rejects a map, the map status will be updated to "Not Submitted." Schools will be notified of this change via email and will receive accompanying feedback from the district on the decision. This feedback can be incorporated into the map, saved, and resubmitted to the district for review.

2. Submitted

After a map has been submitted to the district, the status will be updated
to "Submitted," and the district will be notified the map has been
submitted and is awaiting review.

3. Approved

- Once a map is reviewed and approved by the district as meeting the necessary requirements, it is marked as "Approved." This approval lasts for one calendar year.
- Any updates saved to a map after it was approved will change the status back to "Not Submitted," and it will require a district review again.

5. Public View

To allow parents and the public to access safe routing maps, schools may provide a direct link to the map on their school website or other locations. Parents and other members of the public are not able to search for their school's map on the SNAP for Schools mapping software.

Any authenticated user (school, district or UDOT user) can copy and paste the unique link to a school's map from the bottom of the Slide-Out Toolbox on the map view.

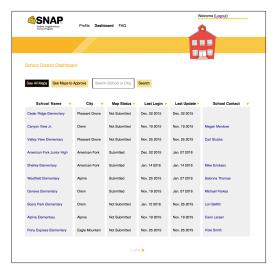
6. District User

DASHBOARD

After logging in, district users will view their district dashboard. Schools within the district will be listed by the school's name, city, map status ("Not Submitted," "Approved," etc.), last login date, last map update and contact information for the individual the school has designated as their contact for the map.

From the dashboard, districts can:

- See all maps See all maps within the district.
- Filter Change which schools are displayed on the dashboard.
- See "Maps to Approve" Displays all maps submitted to the district awaiting review.
- Search Search for a school by name or by city.
- Sorting Sort by each of the dashboard categories/table headers.
- Review maps Click on the name of a school to open school's map view in a new browser window or tab for review.
- See a school's contact —
 Click on the name of the
 school contact to display
 their contact information
 (phone and email).



District dashboard

SCHOOL MAP VIEW

Within a school's safe routing map, district users can review multiple aspects, approve or deny the map and provide feedback.

Map review

Districts can review all aspects of a school's safe routing map that the school has populated, including the safe routes, symbols and markers, text description (in the Public Notes tab), and any other approvals the school has gathered and documented. The Slide-Out Toolbox functions as the key for this view of the map, and can be collapsed to the left edge of the browser window by clicking on the arrow in the top right corner of the toolbox, if desired.

Districts cannot edit or save changes to a map in any way.

Public Notes

The text that appears in the Public Notes tab is the text description of the map that appears on the public version. Schools can enter these notes in English and Spanish, both of which can be reviewed by clicking on the Public Notes tab in the Slide-Out Toolbox.

If there are no notes in the Public Notes tab, no text description specific to the school's safe route will be available to any users or the public.

Districts cannot edit or save changes to public notes in any way.

Other Approvals

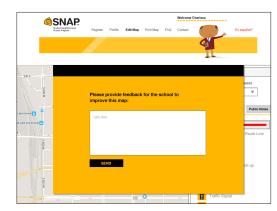
District users can review approvals or reviews of the safe routing map and text description from other entities in the Other Approvals tab in the Slide-Out Toolbox. Unlike other aspects of a map, districts can update and save changes to

Other Approvals by updating the content as necessary and then saving those changes by clicking the Save My Changes button.

Approving or rejecting a map

Once the school's map meets the requirements for approval, the district can mark it as approved by clicking the Approve Map button.

If a school's map does not meet the requirements for approval, the



Providing feedback while rejecting a map

district can reject it by clicking the Reject Map button. When rejecting a map, the district will have the opportunity to send accompanying feedback to the school's software administrator (map creator) to help make necessary improvements.

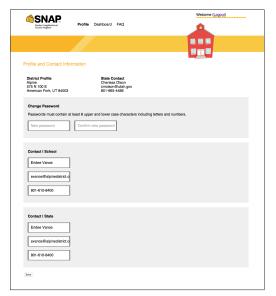
DISTRICT PROFILE

The basic district profile information will be populated automatically. Other fields require a region to fill in the required information as listed below:

District name/district address

If changes to the name or address of a district are required, please contact the SNAP team at SNAP@utah.gov with the necessary changes.

District's designated contact for schools



District profile

The district's designated school contact should be someone a school user could contact for questions about the safe routing maps and district requirements. This contact and information may be updated on the district profile page at any time, and can be different than the main software administrator or state contact.

This field should not be left blank, as this information will appear for any school or state user seeking to contact the district.

District's designated contact for the state

The district's designated state contact should be someone a state user could contact for questions for the district. This contact and information may be updated on the district profile page at any time, and can be different than the main software administrator or school contact.

Safe Routes to School Coordinator

For questions regarding the mapping software or Safe Routes to School, the contact information for the state's Safe Routes to School Coordinator is also available on the profile page.

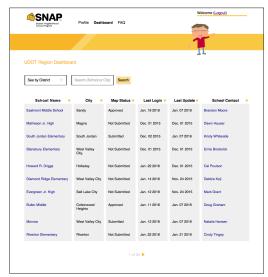
7. UDOT Region User

DASHBOARD

After logging in, UDOT region users will view their region dashboard. Schools within the region will be listed by the school's name, city, map status ("Not Submitted," "Approved," etc.), last login date, last map update and contact information for the individual the school designated as contact for the map.

From the dashboard, regions can:

- See all maps See all maps within the region.
- Filter Change which schools are displayed on the dashboard.
- See "Maps to Approve" Displays all maps submitted to the district awaiting review.
- Search Search for a school by name or by city.
- Sorting Sort by each of the dashboard categories/table headers.
- Review maps Click on the name of a school to open school's map view in a new browser window or tab for review.
- See a school's contact Click on the name of the school contact to display their contact information (phone and email).



Region user dashboard

SCHOOL MAP VIEW

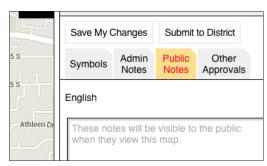
Within a school's safe routing map, UDOT region users can review multiple aspects of that map. However, UDOT regions cannot edit or save changes to any aspect of a school's map.

Map Review

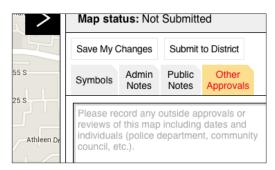
UDOT regions can review all aspects of a school's safe routing map that the school has populated, including the safe routes, symbols and markers, text description (in the Public Notes tab), and any other approvals the school or district have gathered and documented. The Slide-Out Toolbox functions as the key for this view of the map, and can be collapsed to the left edge of the browser window by clicking on the arrow in the top right corner of the toolbox, if desired.

Public Notes

The text that appears in the Public Notes tab is the text description of the map that appears on the public version. If there are no notes in the Public Notes tab, no text description specific to the school's safe route will be available to any users or the public.



The Public Notes tab



The Other Approvals tab

Other Approvals

UDOT region users can review approvals or reviews of the safe routing map and text description gained from other entities by a school or district in the Other Approvals tab in the Slide-Out Toolbox.

UDOT regions cannot edit or save changes to a school's map.

REGION PROFILE

The basic information for a region's profile will be populated automatically. Other fields require a region to fill in the required information as listed below:

Region name/address

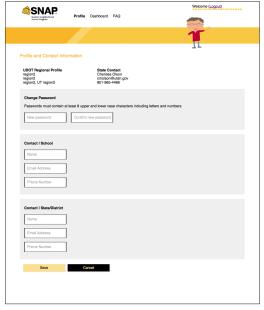
If changes to the name or address of a region are required, please contact the SNAP team at SNAP@utah.gov with the necessary changes.

Region's designated school/district contact

The region's designated school contact should be someone a school or district user could contact for questions. This contact and information may be updated on the region profile page at any time, and can be different than the main software administrator or other designated contacts.

Region's designated district/state contact

The region's designated district/state contact should be someone a district or state user could contact for questions. This contact and information may be updated on the region profile page at any time, and can be different than the main software administrator or school contact.



Region user profile

Safe Routes to School Coordinator

For questions regarding the mapping software or Safe Routes to School, the state's Safe Routes to School Coordinator's contact information is also available on the profile page.

8. Printing

PRINT VIEW

All users (school, district and UDOT region) have access to the printable view of the map from within a school's map view. Clicking on the Print Map navigation element at the top of the screen will take the user to the printable view.



Print view

MAP FUNCTIONALITY

Within the print view, a map can be zoomed and positioned within the map view as necessary. Any such changes will be represented in the print copy. Printed copies will also include a map key containing all of the symbols available on the map.

Text descriptions in the public notes provided by the school will be listed below the map and will print on a second page.



